

Date

ROUTING AND TRANSMITTAL JP

28 Nov 1984

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DDA		<i>[initials]</i>	<i>11/28/84</i>
2. DDCI <i>C m</i>		<i>[initials]</i>	<i>SJ</i>
3.			
4.			
5. CINCPD			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

John,

With regard to your question at the staff meeting the other day with respect to allocation of space in the new building, the attached reflects the guidance that we have given to the A&E in terms of space allocation by grade and for conference rooms. Also attached are the A&E's diagrams that he is using for the various types of work stations.

[Handwritten signature]

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM <input type="text"/> (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg. <input type="text"/>
James H. McDonald ADD A 7 D 24 Hqs	Phone No. <input type="text"/>

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1983 O - 381-529 (301)

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20500

30 Dec 1982

Smith, Hinchman & Grylls Associates, Inc.
 455 West Fort Street
 Detroit, Michigan 48226

Attention: Mr. Wm. Everett Medling

Gentlemen:

Per your telecon request on 29 December 1982, the General Services Administration guidelines for space allocation by grade are as follows:

	<u>Supervision</u>	<u>Non-Supervision</u>
GS-01 to -06	N/A	60 sq ft
GS-07 to -11	100 sq ft	75 sq ft
GS-12 to -13	150 sq ft	100 sq ft
GS-14 to -15	225 sq ft	150 sq ft
SIS-1 to -2	300 sq ft	
SIS-3	350 sq ft	
SIS-4 to - 6	400 sq ft	
EP-1	700 sq ft plus 500 sq ft Conference Room	
EP-2	600 sq ft plus 400 sq ft Conference Room	
EP-3	500 sq ft plus 300 sq ft Conference Room	
EP-4	450 sq ft	
EP-5	400 sq ft	

These guidelines are generous by Agency experience and should therefore be considered maximum.

Sincerely,



Building Planning Staff
Office of Logistics

STAT

CONFERENCE ROOM ALLOCATIONS

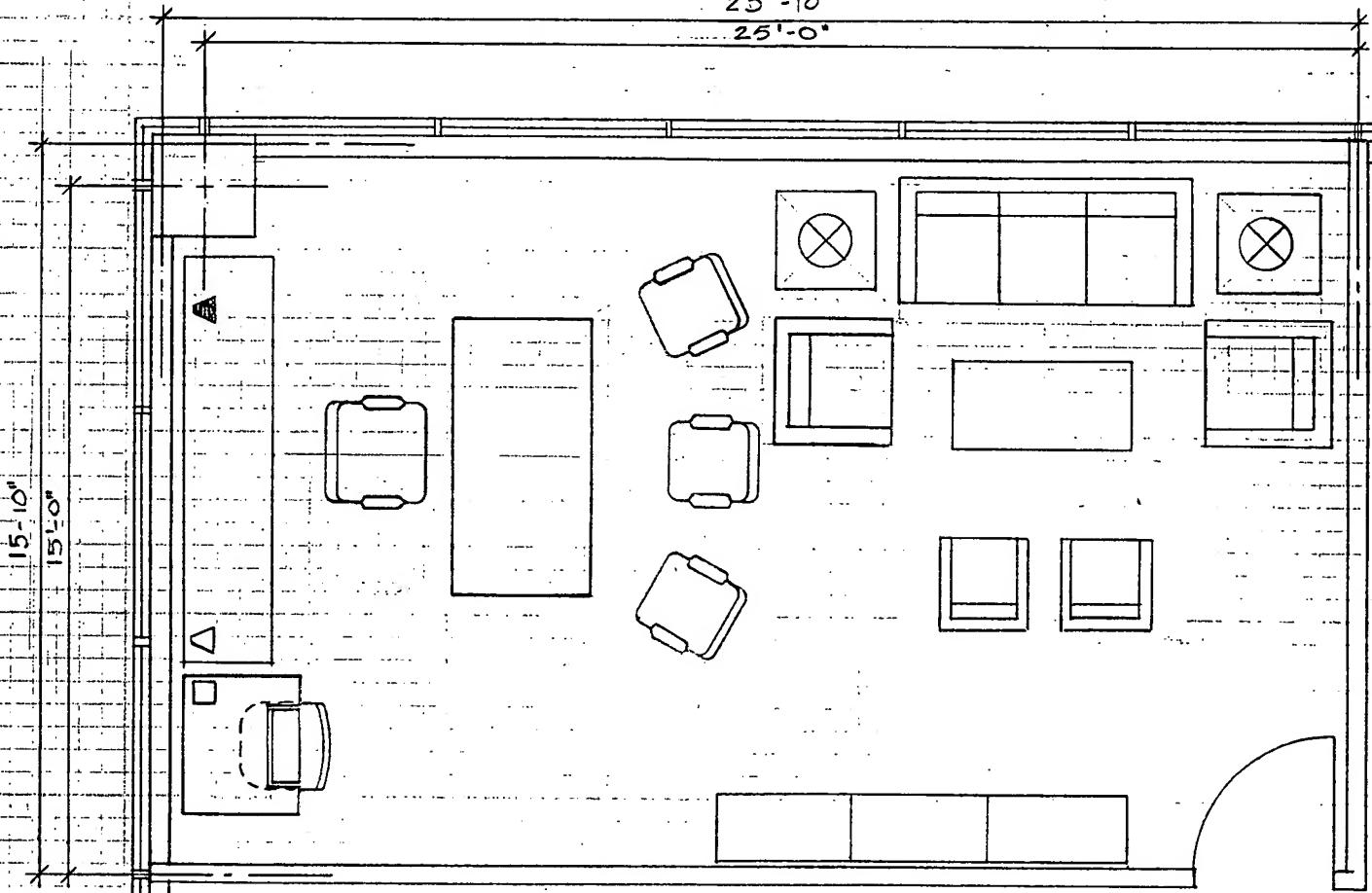
Office Directors 450 SF

Division Chiefs or Group Chiefs 300 SF
(only if justified)

Workstation A
416 SF
Officer SIS-4 to -B6

25'-10"

25'-0"



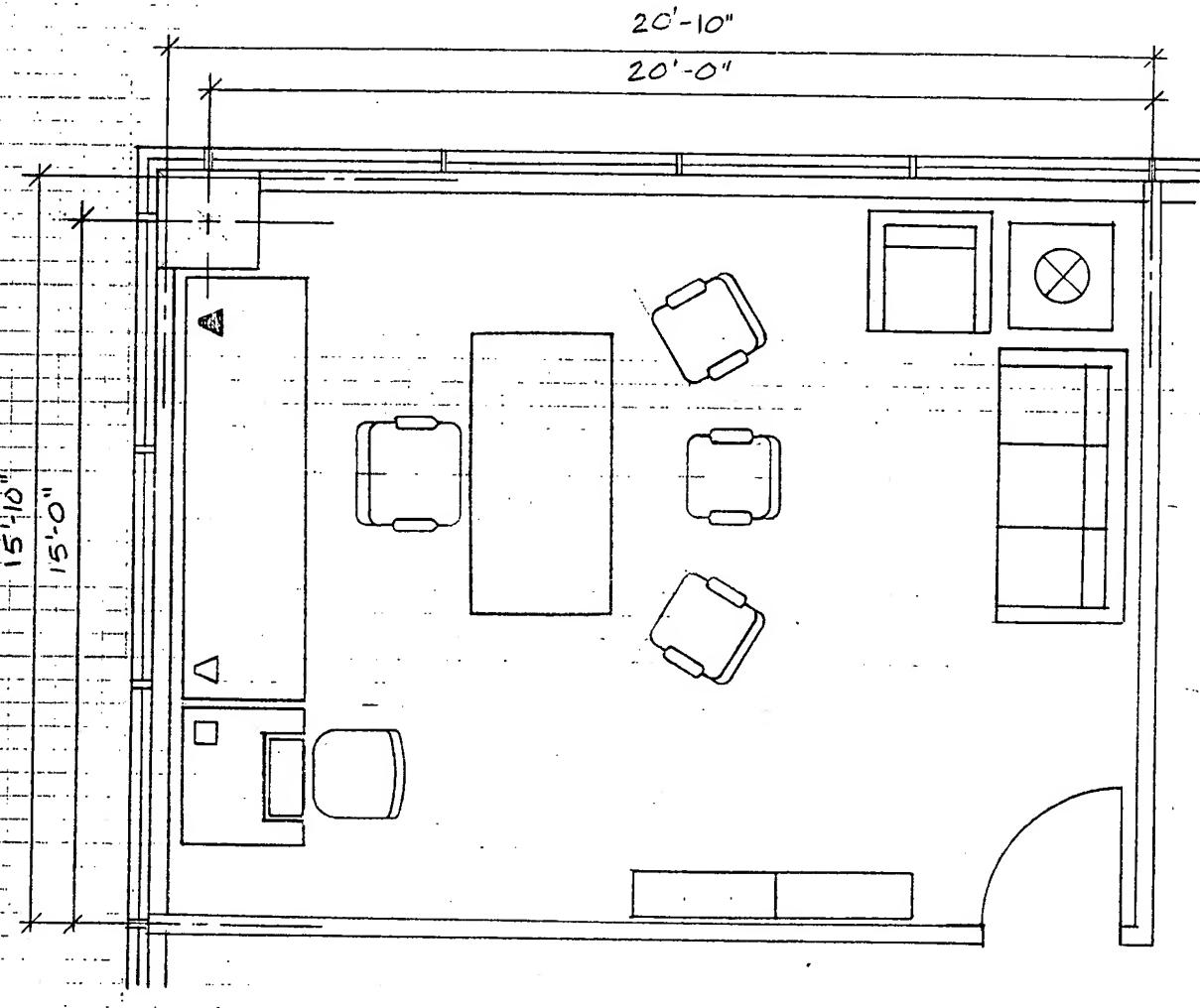
- 1 Desk Chair
- 3 Guest Chair
- 36x72 Primary Work Surface
- 24x108 Secondary Work Surface
- 30x36 Terminal Table
- 1 Operational Chair
- 7 Lounge Seating
- 3 Bookcase Unit 84"14

Alternative Items Per Space Allowance

- ▲ Black Phone
- △ Green Phone
- Computer Terminal

11-01-84

Workstation B
336 SF
Officer SIS-3

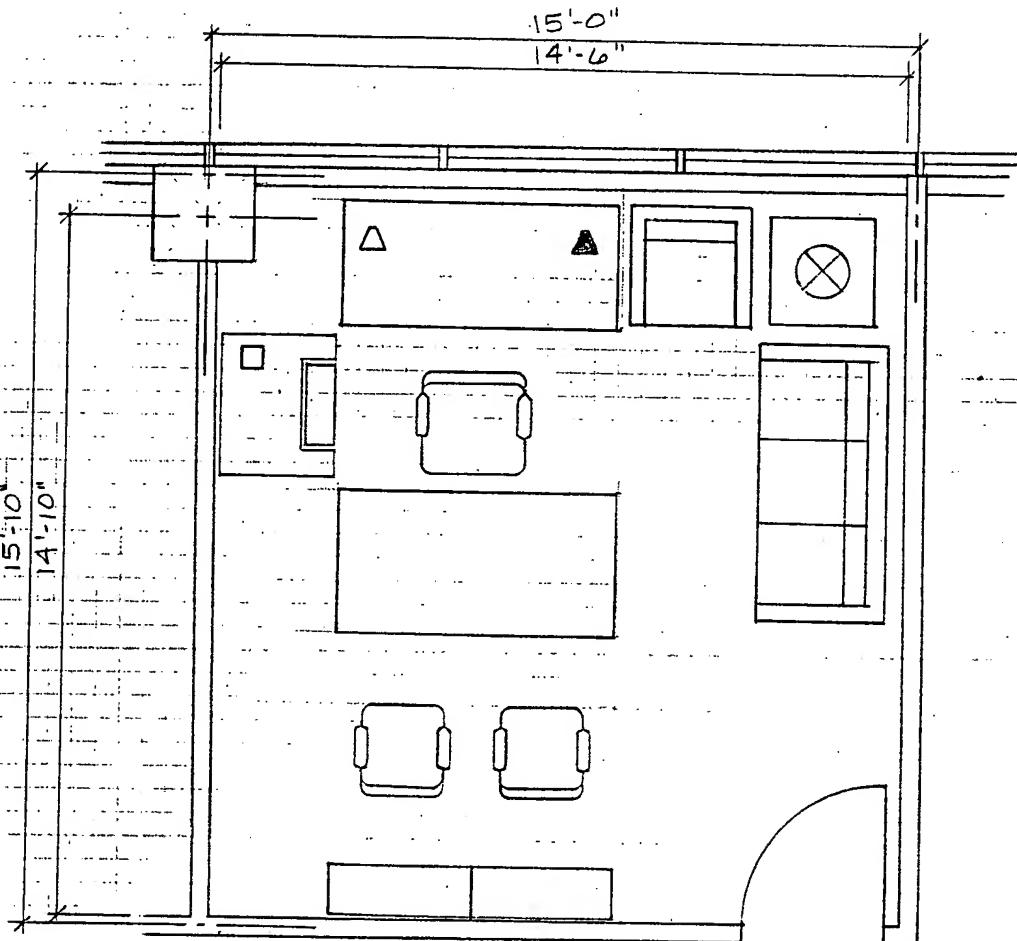


1	Desk Chair
3	Guest Chair
36x72	Primary Work Surface
30x108	Secondary Work Surface
30x36	Terminal Table
1	Operational Chair
4	Lounge Seating
2	Bookcase Unit

Alternative Item Per Space Allowance

▲	Black Phone
△	Green Phone
□	Computer Terminal

11-01-84

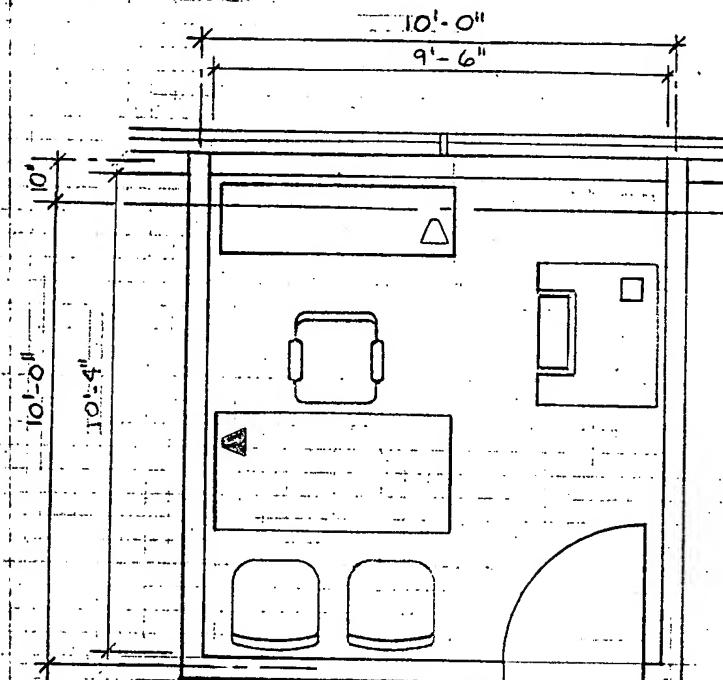
Workstation C**240 Sf****Officer SIS-1 to -2**

- 1 Desk Chair
- 2 Guest Chair
- 36x72 Primary Work Surface
- 30x72 Secondary Work Surface
- 30x36 Terminal Table
- 4 Lounge Seating
- 2 Bookcase Unit

Alternative Items Per Space Allowance

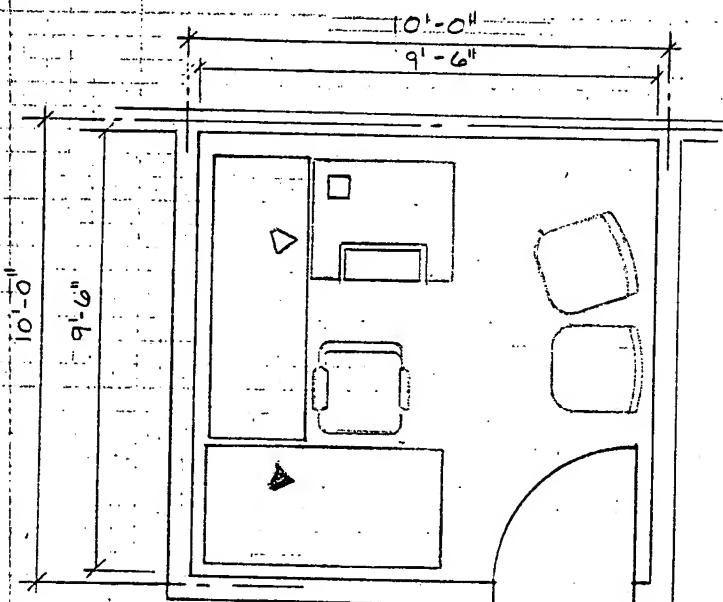
- Black Phone
- Green Phone
- Computer Terminal

11-01-84

Workstation D1**110 SF****Officer GS-14 to -15****A**

- 1 Desk Chair
- 2 Guest Chair
- 30x60 Primary Work Surface
- 18x60 Credenza
- 30x36 Terminal Table
- 2-4 File Drawers 18L

Alternative Items Per Space
Allowance

**B**

- 1 Desk Chair
- 2 Guest Chair
- 30x60 Primary Work Surface
- 24x72 Secondary Work Surface
- Executive Return
- 30x36 Terminal Table
- 2-4 File Drawers

Alternative Items Per Space
Allowance



Black Phone



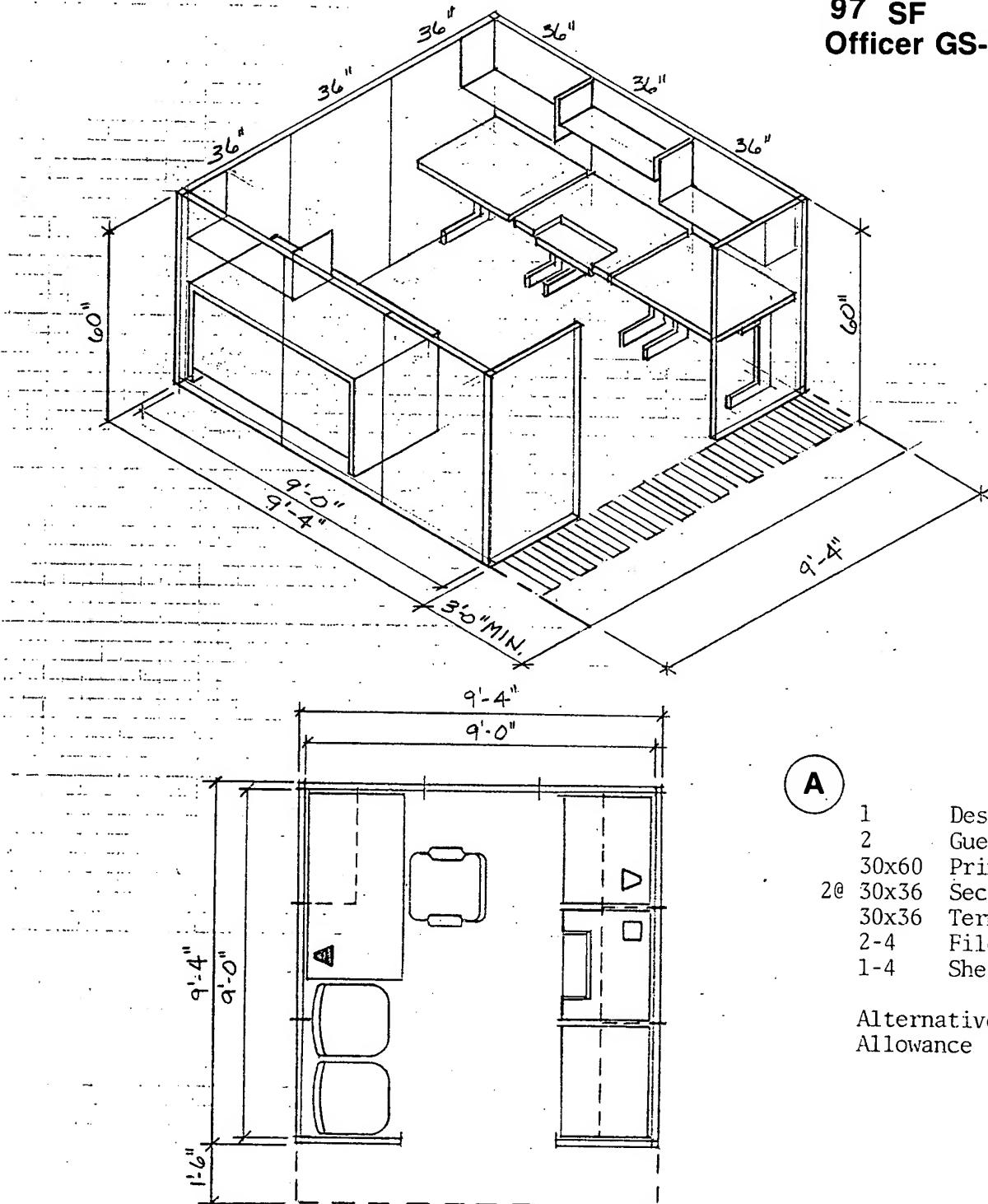
Green Phone



Computer Terminal

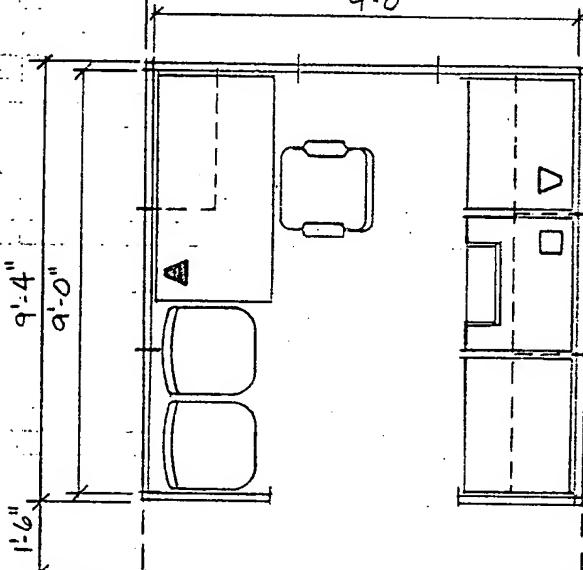
11-01-84

Workstation D2
97 SF
Officer GS-14 to -15

**A**

- 1 Desk Chair
- 2 Guest Chair
- 30x60 Primary Work Surface
- 2@ 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-4 File Drawers 18L"
- 1-4 Shelves

Alternative Items Per Space
Allowance



Black Phone

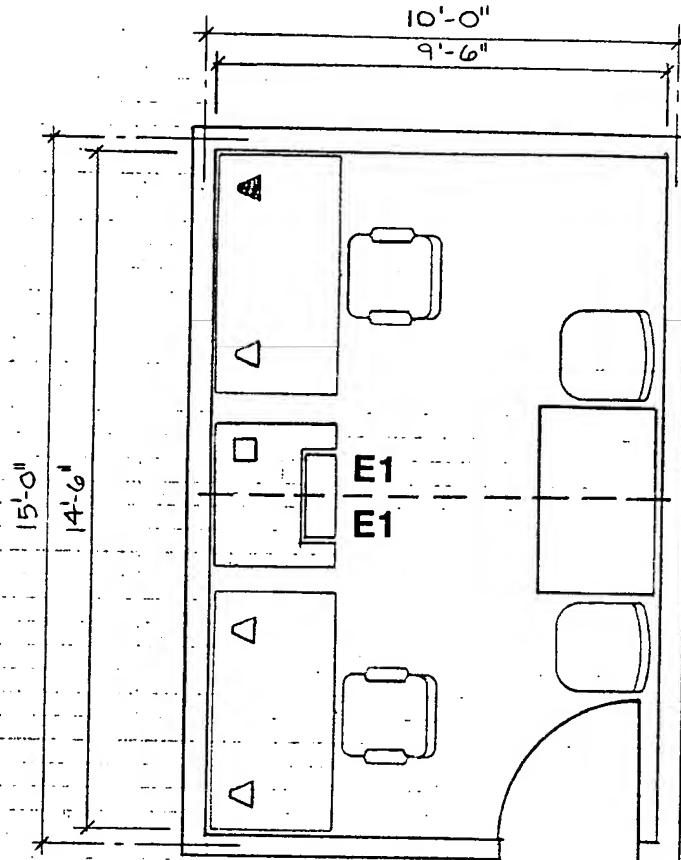


Green Phone



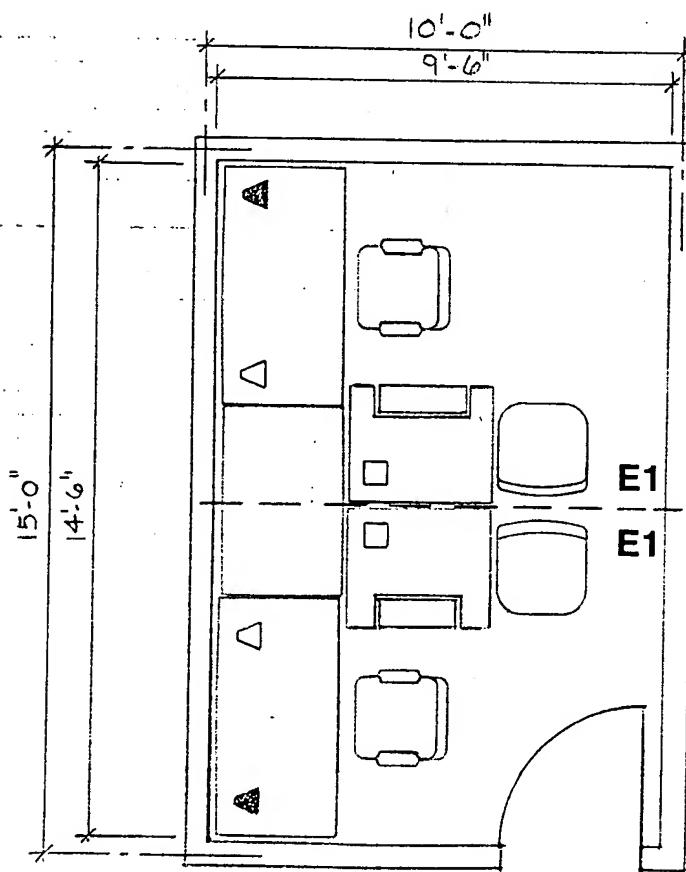
Computer Terminal

11-01-84

Workstation E1**150 SF****Officer GS-12 to -13****A**

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
$\frac{1}{2}$ @ 30x36	Terminal Table
$\frac{1}{2}$ @ 30x48	Secondary Work Surface

Alternative Items Per Space
Allowance

**B**

1	Desk Chair
1	Guest Chair
30x60	Primary Work Surface
$\frac{1}{2}$ @ 30x36	Terminal Table
$\frac{1}{2}$ @ 30x48	Secondary Work Surface

Alternative Items Per Space
Allowance



Black Phone

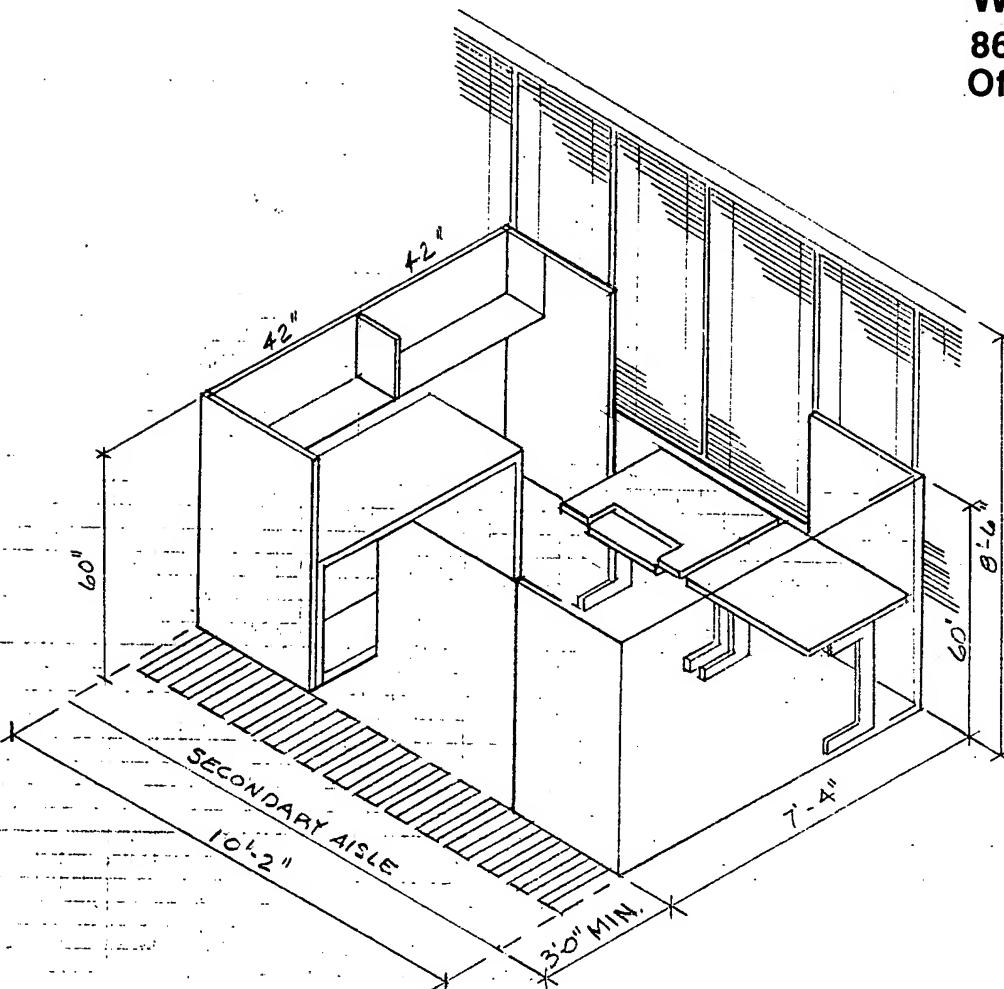


Green Phone

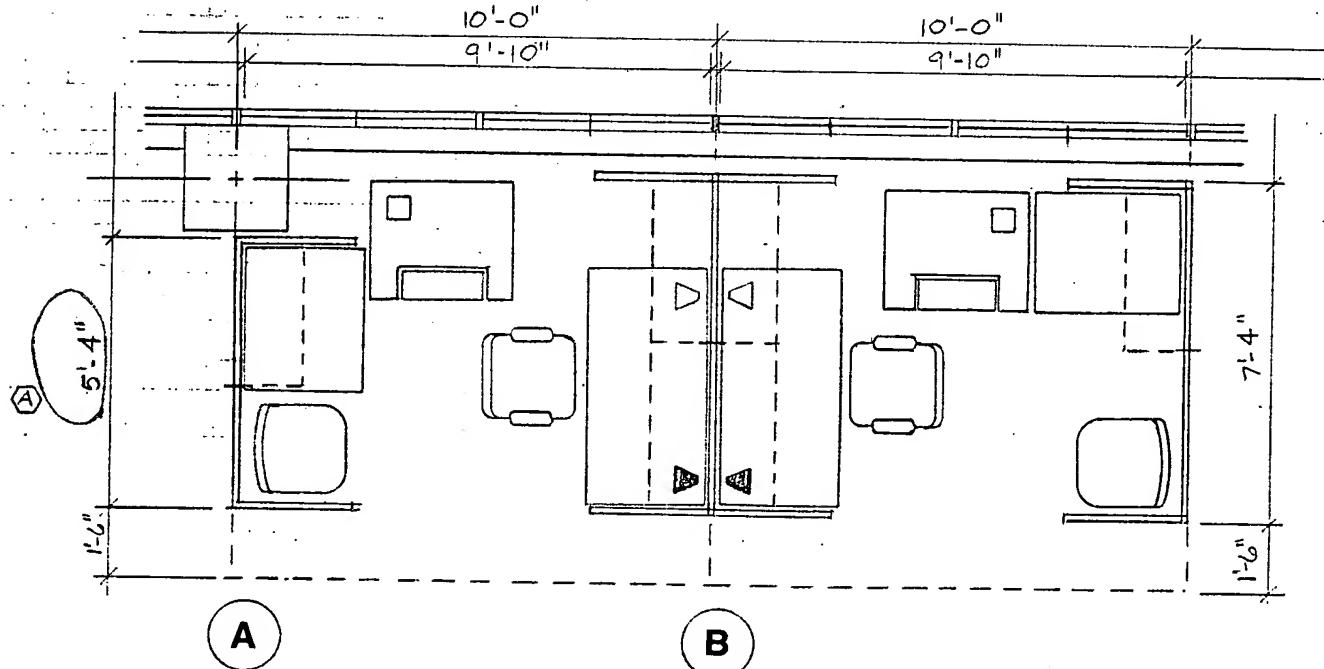


Computer Terminal

Workstation E2
86 SF
Officer GS-12 to -13



▲ Black Phone
 △ Green Phone
 □ Computer Terminal

**A**

1 Desk Chair
 1 Guest Chair
 30x60 Primary Work Surface
 30x36 Secondary Work Surface

B

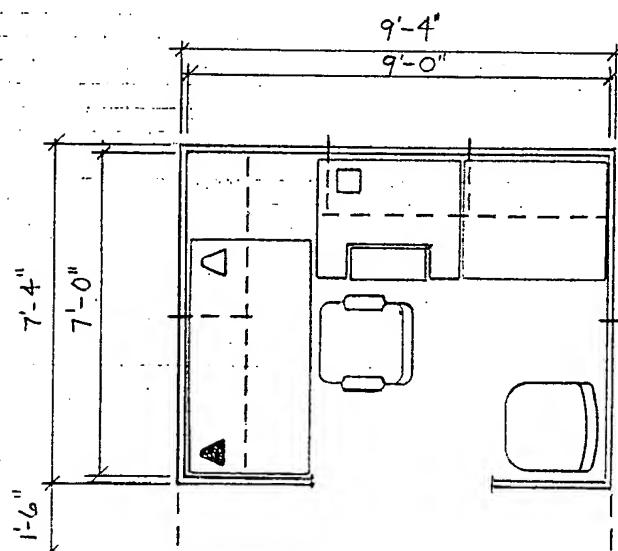
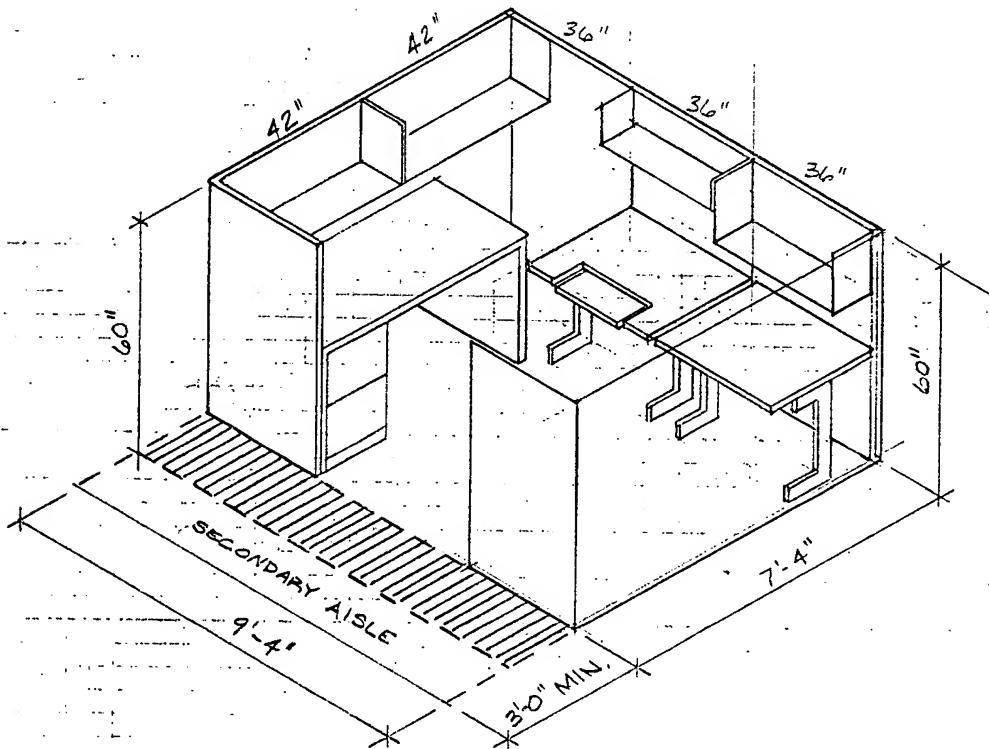
30x36 Terminal Table
 2-3 File Drawers 18L"
 1-3 Shelves

Alternative Items Per Space Allowance

A 11-08-84

11-01-84

Workstation E3
82 SF
Officer GS-12 to -13

**A**

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-4 Shelves

Alternative Items Per Space Allowance

<input checked="" type="checkbox"/>	Black Phone
<input type="checkbox"/>	Green Phone
<input type="checkbox"/>	Computer Terminal



Black Phone

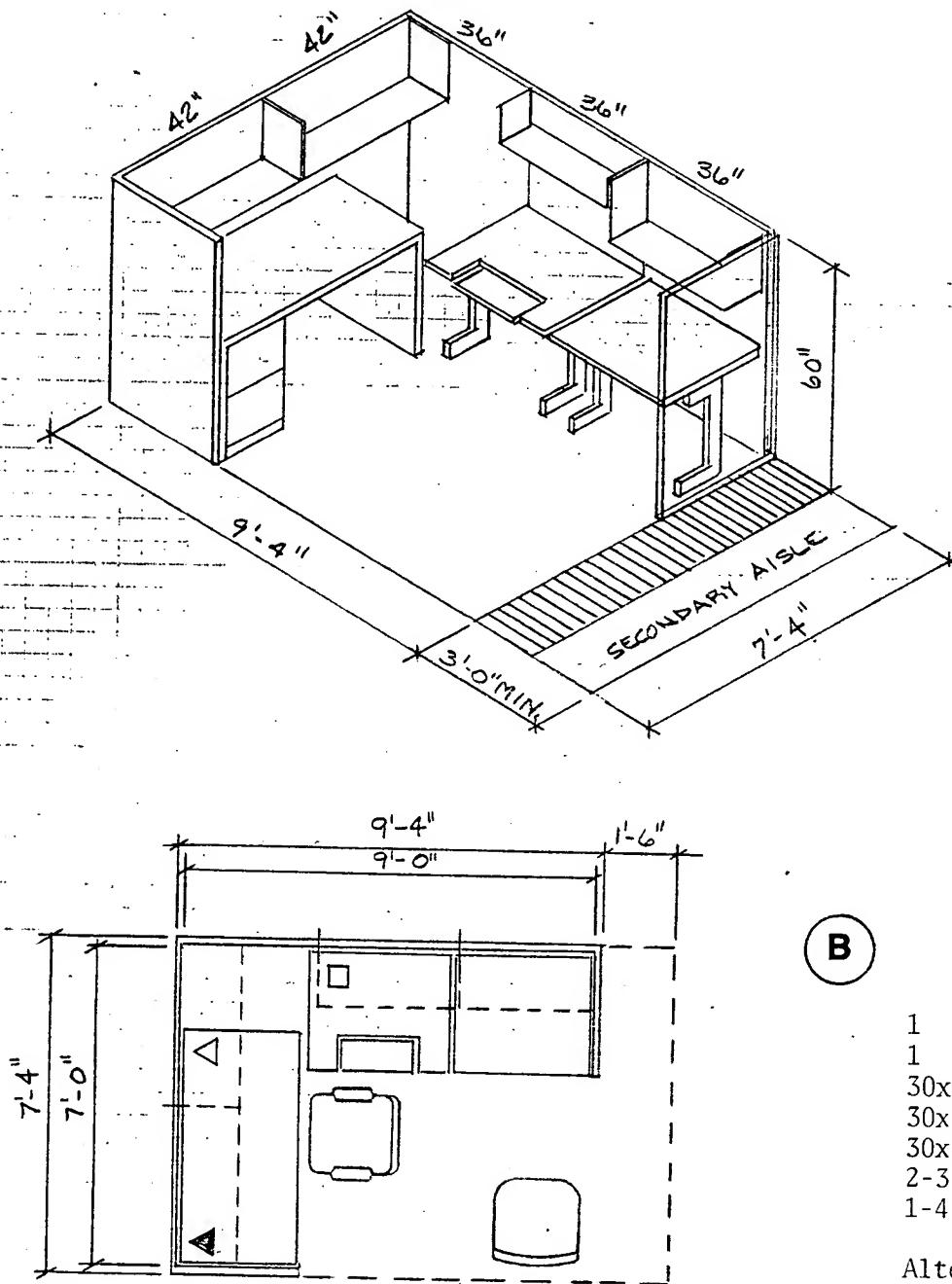


Green Phone



Computer Terminal

**Workstation E3
80 SF
Officer GS-12 to -13**

**B**

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-4 Shelves

Alternative Items Per Space Allowance



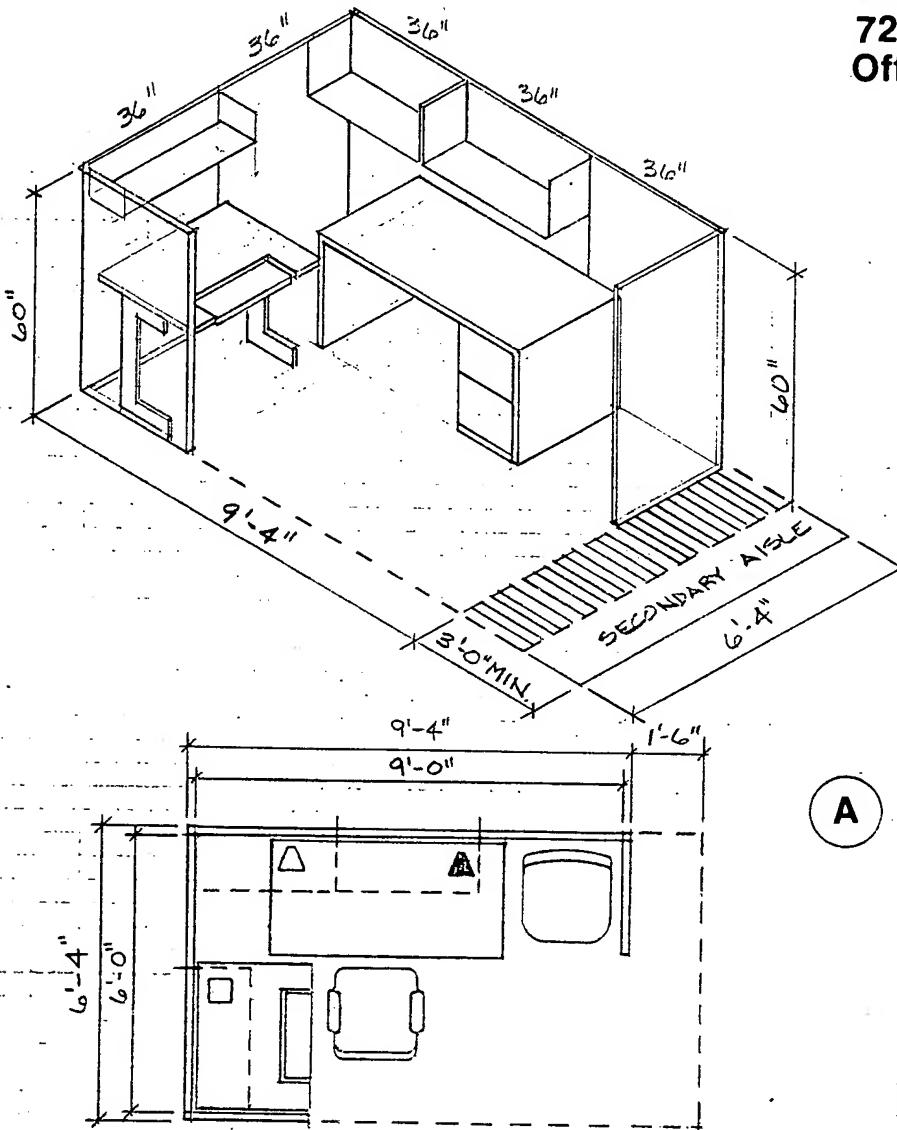
Black Phone



Green Phone

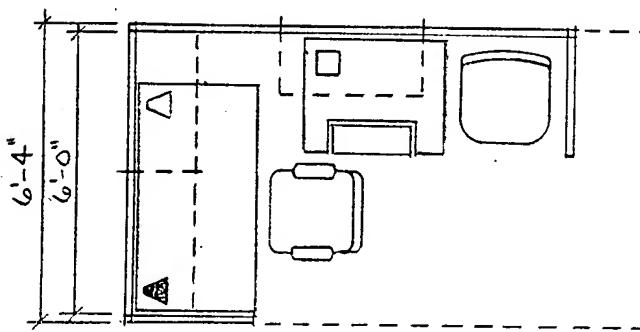


Computer Terminal

Workstation F1**72 SF****Officer GS-07 to -11****A**

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space
Allowance

**B**

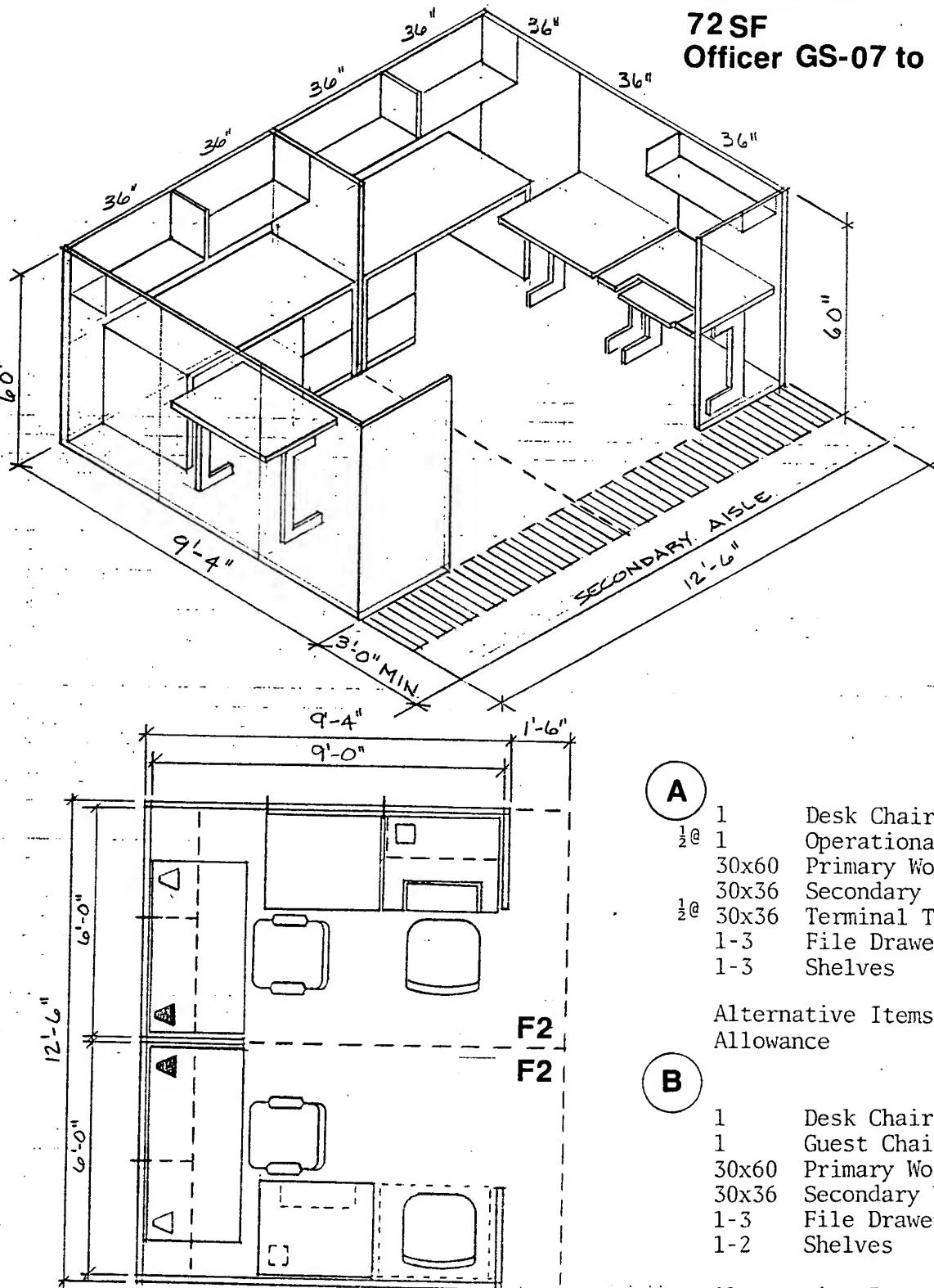
- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space
Allowance

Black Phone

Green Phone

Computer Terminal

Workstation F2**72 SF****Officer GS-07 to -11****A**

- 1 Desk Chair
- 1 Operational/Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 1@ 30x36 Terminal Table
- 1-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space
Allowance

B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 1-3 File Drawers 18L"
- 1-2 Shelves

Alternative Items Per Space
Allowance



Black Phone



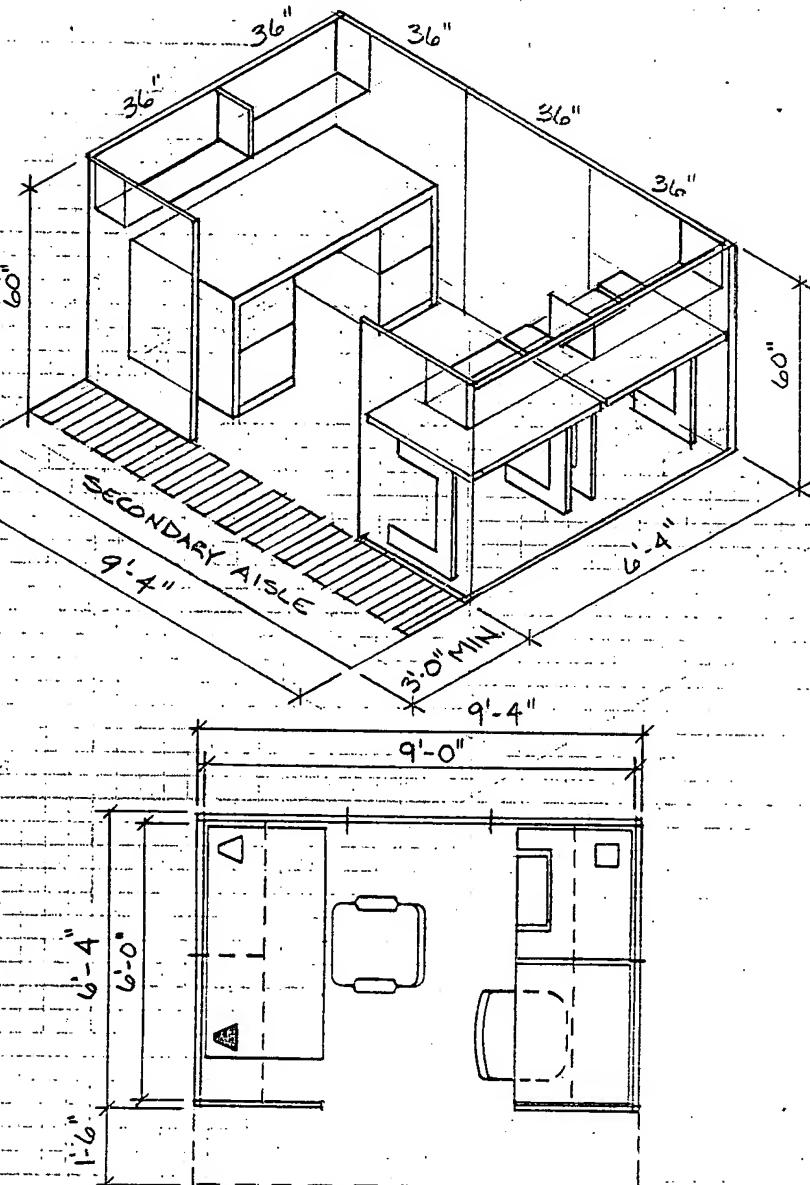
Green Phone



Computer Terminal

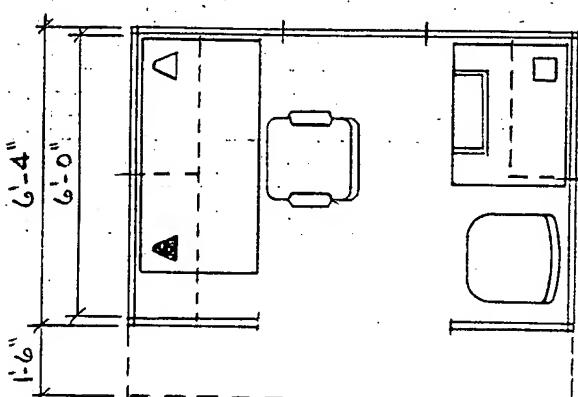
Workstation F3

**87 SF
Officer GS-07 to -11**

**A**

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-4 File Drawers 18L"
- 2-4 Shelves

Alternative Items Per Space Allowance

**B**

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- 2-4 File Drawers .18L"
- 2-3 Shelves

Alternative Items Per Space Allowance



Black Phone

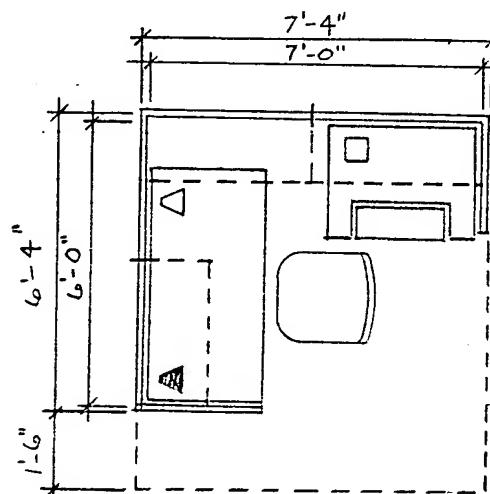
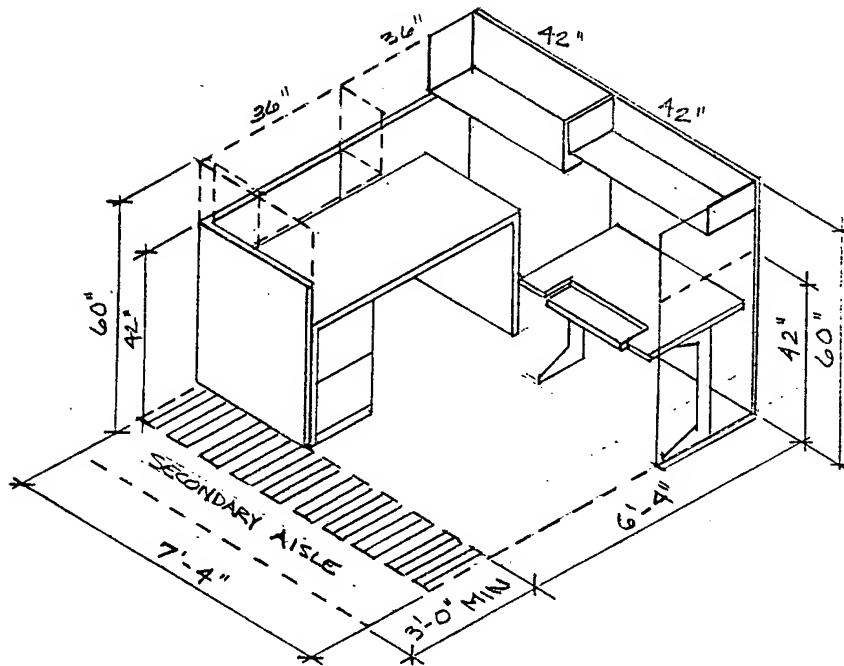


Green Phone



Computer Terminal

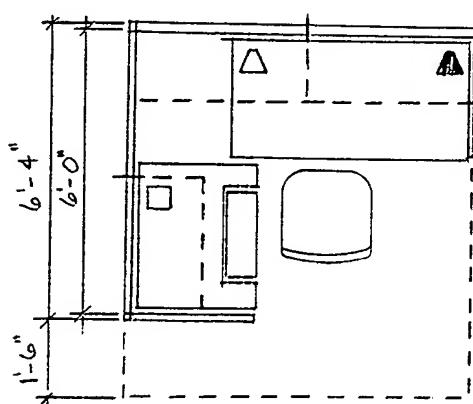
Workstation G1
57 SF
Officer GS-01 to -06



A

- 1 Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface (30x72 Alternative)
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance



B

- 1 Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface (30x84 Alternative)
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance

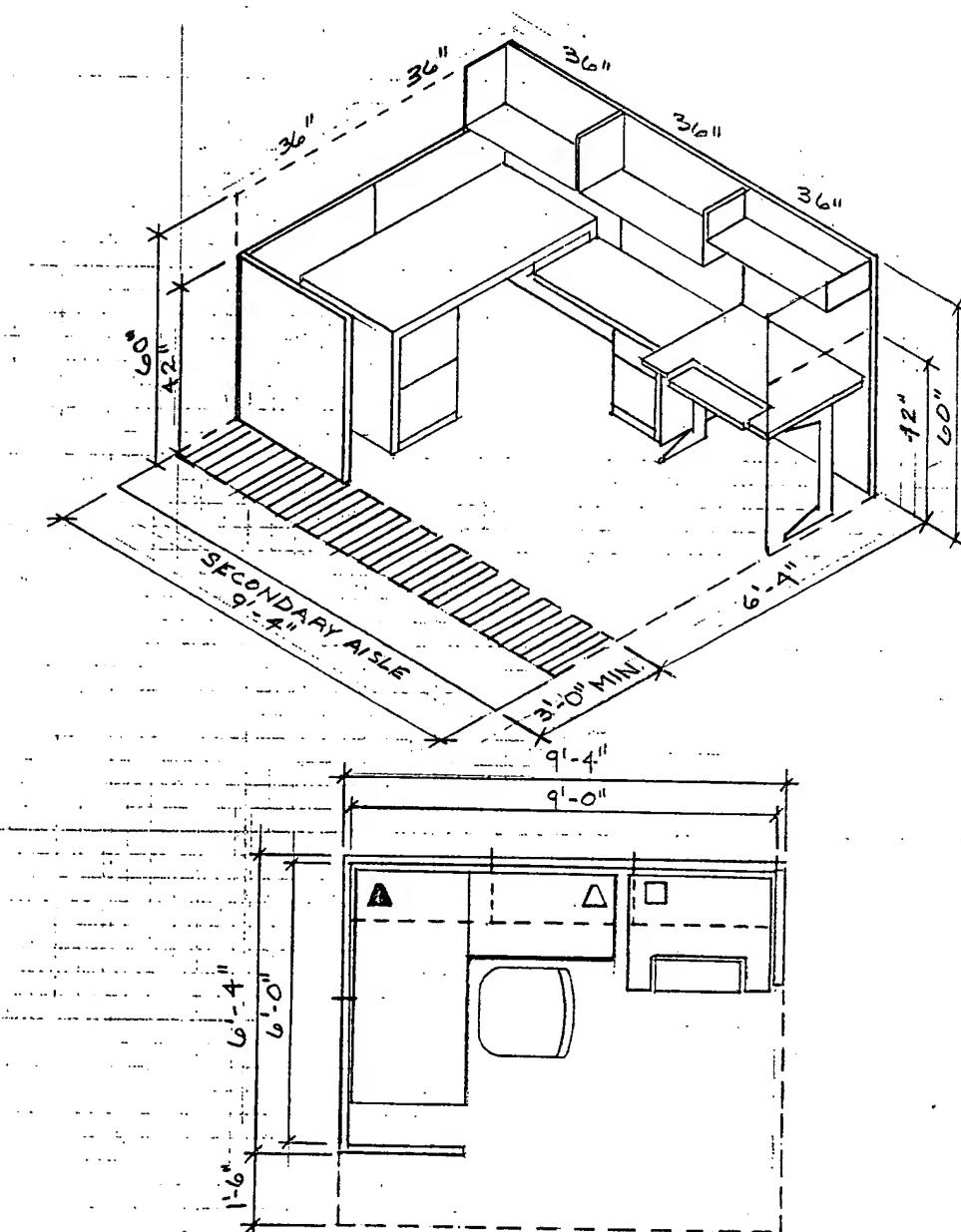
▲ Black Phone

△ Green Phone

□ Computer Terminal

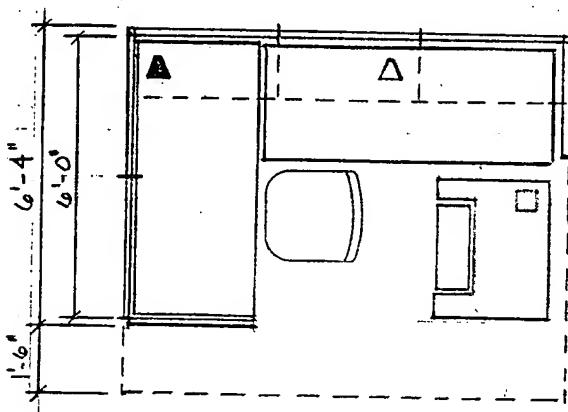
Workstation H1
72 SF
Secretary Word Processing
GS-08 to Above

7

**A**

- 1 Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface
- 20x36 Typing Return
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance

**B**

- 1 Desk Chair
- 0 Guest Chair
- 30x72 Primary Work Surface
- 30x72 Secondary Work Surface
26 1/2" High
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance



Black Phone

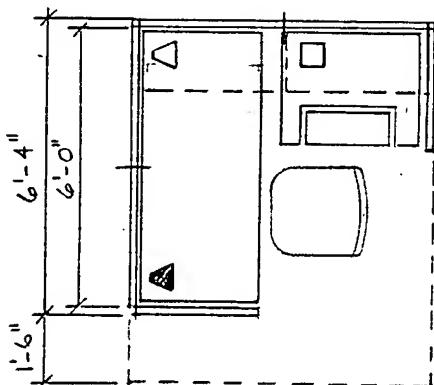
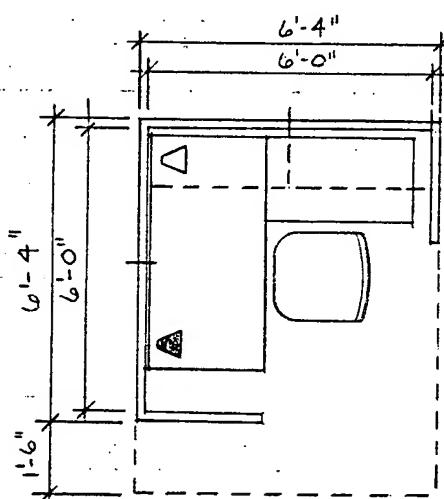
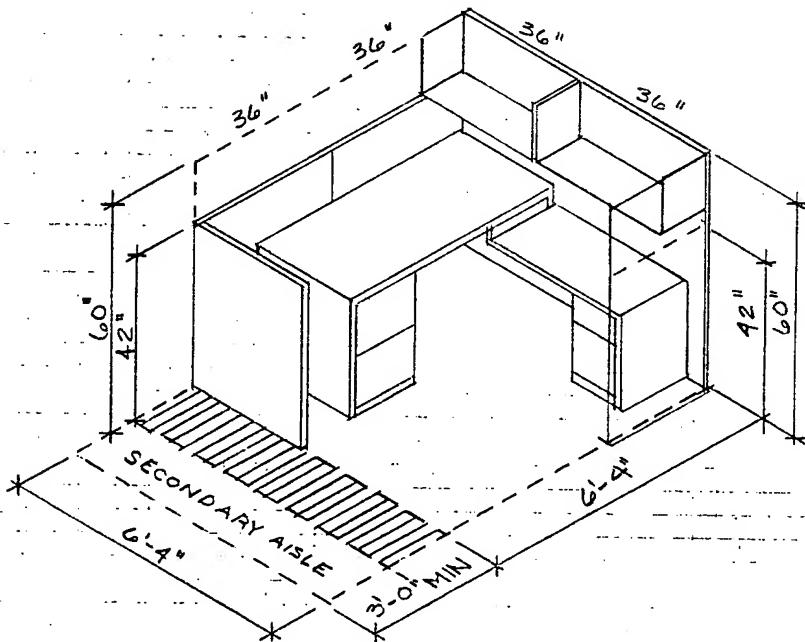


Green Phone



Computer Terminal

Workstation J1
48 SF
Secretary GS-01 to -05
Clerk

**A**

- 1. Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface
- 20x36 Typing Return
- 2-3 File Drawers 18L"
- 1-2 Shelves

Alternative Items Per Space Allowance

B

- 1 Desk Chair
- 0 Guest Chair
- 30x72 Primary Work Surface
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-2 Shelves

Alternative Items Per Space Allowance



Black Phone

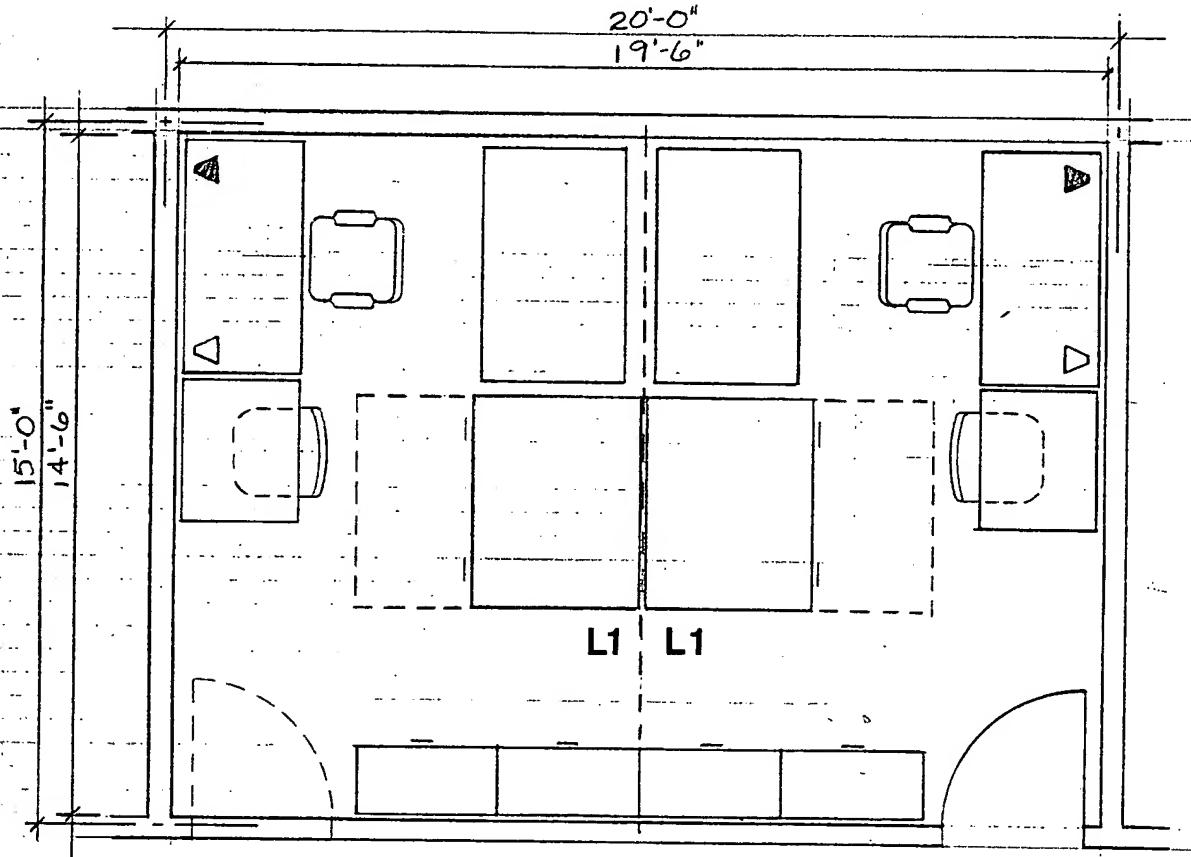


Green Phone



Computer Terminal

Workstation L1
150 SF
Special Analyst

**A**

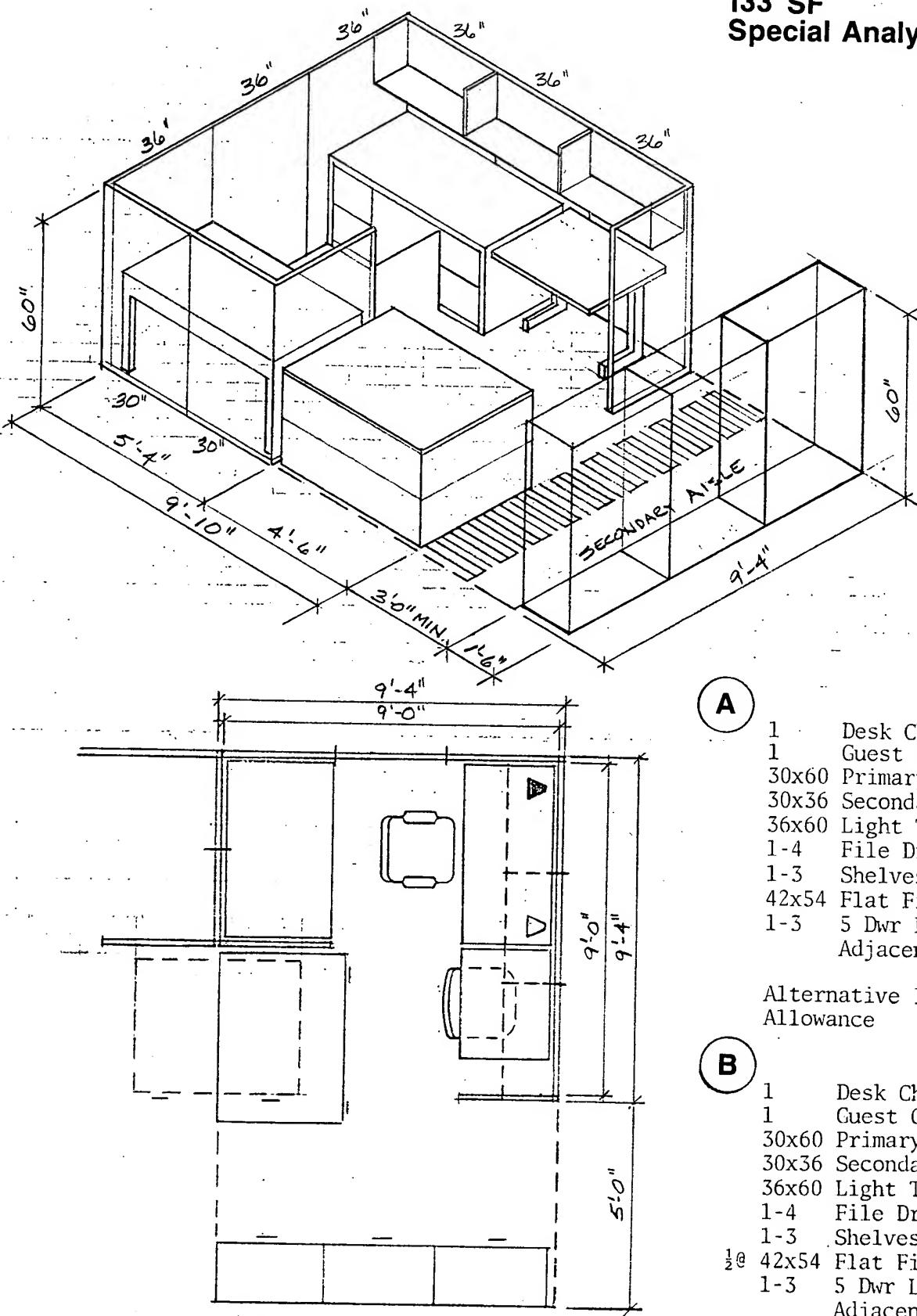
- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 36x60 Light Table
- 30x36 Machine Table
- 42x54 Flat File
- 2 5 Dwr Lateral File

Alternative Items Per Space Allowance

- ▲ Black Phone
- △ Green Phone
- Computer Terminal

Workstation L2

133 SF Special Analyst



Black Phone



Green Phone



Computer Terminal

Alternative Items Per Space Allowance

Workstation

